LEAP Travel & Reimbursement Policy

Updated July 23, 2024

We look forward to your engagement in LEAP STC activities! Please carefully review the LEAP Travel and Reimbursement Policy below before booking your travel.

You can choose to either book your flight/train and hotel accommodations directly and be reimbursed by LEAP, or LEAP can book your preferred flight/train and hotel accommodations. James Lu (jl6525@columbia.edu) are your points of contact for all travel-related inquiries and reimbursements. Please reach out directly to James to initiate the process.

Please review the guidelines, below, for your travel and for requesting reimbursement for expenses, including meals and ground transportation.

Reimbursement Process

1) Please email James Lu (jl6525@columbia.edu) that you have expenses that need to be reimbursed.
2) James will provide you with an online application to PaymentWorks, Columbia University’s 3rd party vendor management software.
3) Please complete and submit the application. If you need any guidance on completing the form, please refer to the Columbia University PaymentWorks guide or your Tax Professional.
4) Once registered and approved as a vendor, please submit your reimbursements either to our Online Reimbursement Google Form or email James Lu (jl6525@columbia.edu) with your receipts and a brief description on the reimbursement.
5) Please note all reimbursements and backup documentation must adhere to the Columbia University Reimbursement Policy and LEAP’s reimbursement guidelines listed below.

Airfare and Hotel Accommodations

Please review Columbia’s air travel guidelines and approved hotels list for guidelines, reservation policies, and more.

Guidelines and Notes

- If LEAP is booking your airfare, please fill out and submit your airfare preferences in this Google Form.
- LEAP will reimburse your round-trip airfare, train, or personal car mileage. Baggage can be covered on a request, but only 1 bag and up to $40.
- If booking airfare on your own, your flight must be the Lowest Logical Fare (LLF), which is the least expensive non-refundable economy fare for non-stop travel on flight times that allow the traveler to achieve their business objective without prolonging the
For guest speakers, LEAP will reimburse your hotel stay, up to a maximum of two nights. If booking accommodations on your own, you must book your hotel stay with one of Columbia’s approved hotels to be eligible for reimbursement.

**Ground Transportation To/From the Airport**

LEAP will reimburse your ground transportation costs to and from the airport for your speaking engagement, up to $150 round-trip. Receipts are required for reimbursement of ground transportation costs; copies are acceptable.

**Meals and Incidentals**

LEAP will reimburse your meals and incidental costs for your speaking engagement, up to $100.

For guest speakers at LEAP, if a dinner is arranged by LEAP with a group of faculty, postdocs, and students, either the day before or the day after your seminar, depending on your schedule and availability. This dinner will be provided and paid for by your LEAP faculty host. If you have any dietary restrictions or allergies that we should be aware of, please inform your staff contact at LEAP.

**Guidelines and Notes**

- LEAP’s reimbursement maximum for meals (excluding tips and taxes) are as follows:
  - Up to $25 for breakfast
  - Up to $35 for lunch
  - Up to $75 for dinner
  - Up to $100 per day
  - Maximum of 20% for tip.

- Columbia’s reimbursement for hotels is capped at $350 per day. Please be aware of the per day costs for your hotels as the rates may vary during your stay.

- Itemized Receipts and Proof of Payment are required for reimbursement of meal and incidental costs; copies are acceptable.

- Alcoholic beverages are not reimbursable.

- Net Travel Expenses + Reimbursement over $3000 will require pre-approval. Please email a cost estimate to James C. Lu.

- If you are a Columbia Researcher, Administrator, or Faculty, you will need to submit an expense report in CONCUR: https://travel-expense.finance.columbia.edu/.